



Natural Resources Conservation Service
655 Parfet Street
Lakewood, CO 80215

VIA ELECTRONIC MAIL

COLORADO BULLETIN NO.: CO-250-07-05

October 10, 2006

SUBJECT: FNM - Changes to WebTCAS and Certification of Timesheets

TO: All Employees

PURPOSE: To provide information on new requirements in WebTCAS

EXPIRATION DATE: September 30, 2007

ACTION REQUIRED BY: October 30, 2006

Effective pay period 22, October 29, 2006, WebTCAS will require timesheets to be certified by the supervisor prior to submission to National Finance Center (NFC). The following instructions are to assist employees with this process so that all employees get paid in a timely manner:

- Employees must have their timesheets submitted by 8:00 am on Monday following the close of the pay period.
- Timekeepers will need to verify all timesheets before supervisors can certify them. Verification by the timekeeper and certification by the supervisor must be accomplished by close of business on Tuesday following the end of the pay period. **Timesheets will not be transmitted to NFC until the supervisor certifies them.**
- Supervisors must select two backup supervisors in their WebTCAS profile. (From the main menu, Employee Options, Update Profile, General Processing Information, use Search to select backups, Save). District Conservationists must select the Area Conservationist as one backup supervisor and one other employee as the second backup supervisor. Keep in mind that a backup supervisor cannot certify their own timesheet. The State office supervisors will need to select two other employees as their backup supervisor.
- In the event a supervisor cannot certify the timesheet(s) by close of business on Tuesday, the backup supervisor(s) must complete the process. **Timesheets will not transmit to NFC without the supervisor's certification so an employee will NOT be paid.**
- Only Human Resources (HR) staff can change the actual supervisor. This cannot be accomplished directly in WebTCAS.

If the actual supervisor will not be available to certify timesheets, that supervisor is responsible for communicating with their backup supervisors and timekeepers to ensure timely certification of timesheets. During holidays, it is critical to plan ahead as the deadline will still be close of business on Tuesday following the end of the pay period.



Once you are designated as a backup supervisor in WebTCAS, you can access another supervisor's employees in WebTCAS as follows: From the main menu, scroll down to the Supervisor Options, click on the drop-down box next to the Supervisor field, and click on the name of the employee for which you are the backup supervisor.

When a supervisor leaves Natural Resources Conservation Service (NRCS), the Area Conservationist or Principal Staff member must notify HR immediately with the name of the employee who will serve as the supervisor until the position is filled. HR staff will assign the new supervisor in EmpowHR (formerly ICAMS) and that information will feed to WebTCAS.

Every employee should check their master record on the first day of a new pay period to make sure the supervisor field is correct. No changes can be made to the supervisor in WebTCAS. If the supervisor field is incorrect or missing, contact your Area office or State office timekeeper. They should contact HR for any problems with the supervisor field in WebTCAS. It is important that any changes be communicated to HR early in the pay period as it takes several days for corrected information to feed from EmpowHR to WebTCAS.

Attached is a PowerPoint presentation showing the WebTCAS screens for checking your supervisor in the master record, adding a backup supervisor, and accessing another supervisor's employees.

If you have any questions about this Bulletin, Field office employees should contact your Area office, State office employees should contact your State office timekeeper. Area offices and State office timekeepers should contact Lynn Hahn at 720-544-2830 or Jami Shepherd at 720-544-2831 for questions on WebTCAS and Tracie Leigh at 720-544-2843 for questions on EmpowHR and changing the supervisor.

/s/ Randy Randall (for)

ALLEN GREEN
State Conservationist

Attachment

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